

EFFECTIVE

July 1, 2010

SUBJECT

Independent Living Services Provider Agreement MSA 4678

**Medical
Assistance
Home Help
Provider
Agreement MSA
4678**

Federal regulations require that all providers of Medicaid covered services complete and sign a provider agreement that states they will abide by Medicaid policies in providing services to program clients and in receiving payment from the program. In order to meet this requirement, the Department of Community Health (DCH) has developed the Medical Assistance Home Help Provider Agreement (MSA 4678).

All Home Help individual and agency providers must have a completed and signed MSA 4678 on file with DCH in order to receive payment for covered services.

1. New individual or agency providers must complete the MSA 4678 Provider Agreement **before** any services may be provided.
2. Current individual providers will complete the MSA 4678 **at the next review or redetermination visit.**
3. Current approved agency providers on the home help agency approval list as of June 1, 2010 will receive a copy of the MSA 4678 **in the mail to complete and return within 90 days.**

Each home help individual and agency provider will only need to complete **one** MSA 4678 provider agreement.

**MSA 4678
Signature Date**

The provider signature date must be entered into Bridges under the provider services detail screen. The adult services specialist will write the provider signature date on a DHS 2351X on line 28 and

submit to the administrative support staff in the local office for inputting.

**MSA 4678
Submission to
DCH**

The adult services specialist must write the provider ID number in the official use box on **all** the MSA 4678 provider agreements, review the agreement to make sure it is complete with signature, and batch the agreements to be mailed to DCH. The address to send the batched MSA 4678 agreements via ID mail or regular mail is:

DCH Provider Enrollment
Attn: Teri Chamberlain
320 S. Walnut, 3rd floor Lewis Cass Bldg.
Lansing, MI 48913

**Statement of
Employment
MSA 4676**

The Medical Assistance Home Help provider agreement (MSA 4678) does not replace the Statement of Employment (MSA 4676). The MSA 4678 is an agreement between DCH and the provider. The MSA 4676 is an agreement between the client and the provider.

**Online Manual
Pages**

The Adult Services Manual (ASM) will be updated to reflect these changes with the conversion of online manuals to SharePoint. In the meantime, a note will be added to ASM referencing this interim bulletin and corresponding L-Letter.

**MANUAL
MAINTENANCE
INSTRUCTIONS**